

Networking Grant

Are you a doctoral researcher at KIT and do you want to independently establish new important or beneficial international contacts in order to extend your personal network? KHYS offers you extensive assistance and financial support with a travel subsidy of up to €1,500 from the moment you got the idea right through to your initial approach.

With the Networking Grant you can travel abroad for up to two weeks to visit a researcher or working group renowned in your area of expertise and in relation to your doctoral research project. You can split the funding and visit up to two contacts (each for maximum two weeks). There are many ways to realize your ideas in the framework of the Networking Grant. For example you could use the grant to prepare and plan a longer research period abroad with the [► KHYS Research Travel Grant](#). The main condition is that the contact must be a new one for you and your research group. Especially those applicants, who have not had the chance to gain international experience yet, will benefit most of this program and the accompanying workshop.

At a glance

Target group: KIT doctoral researchers

Scope of funding: Stay(s) abroad with up to two different new and international contacts for up to two weeks per contact

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- Up to €1,500 for travel and accommodation costs
- Kick-off workshop "Strategies for Establishing International Contacts" (participation is mandatory to claim the funding)

Note that the Networking Grant *does not* support research stays with existing contacts or conference visits.

Current call for applications

Deadlines and dates:

- Deadline for applications: **Monday, November 13, 2023**
- Funding decision: presumably in the end of November 2023
- Kick-off workshop: **Tuesday, December 12, 2023, 9:00 – 17:00** (participation is mandatory to claim the funding)
- Funding period: between January 1 and September 30, 2024

Application requirements:

- You are a doctoral researcher at KIT and officially accepted by your KIT department ("Fakultät") or you have been accepted as a doctoral researcher at a different university, but your central research location is at KIT.
- You are a [▶ member of KHYS](#).
- You already have an idea who you want to contact. The kick-off workshop can then help you figure out how to realize these plans.
- The contact you would like to establish has to be a new one for you/your working group. New implies that neither you nor your working group should have had any cooperation with and any kind of contact to the person or working group abroad. There should not have been any exchange of ideas so far, including no exchange concerning your considered stay abroad, between you/your working group and the contact person/working group abroad.
- The destination needs to be located outside of Germany.
- Participation at the kick-off workshop is mandatory to claim the funding.

Note that the Networking Grant does not support research stays with existing contacts or conference visits.

If you have a "Minijob" at KIT, i.e. a monthly salary of 520 Euro or less, simultaneous funding with the Networking Grant is not possible for tax and social insurance reasons. Such employment must be interrupted or increased for all full calendar months of the stay abroad. Should that not be possible for you, another option is to take unpaid leave for the full month(s) of your journey.

Application documents:

- [▶ Application form](#)
- CV (incl. grades, date of birth and place of birth)
- Letter of acceptance as a doctoral researcher by your KIT department ("Fakultät") or, as an external doctoral researcher, letter of acceptance as a doctoral researcher at your university
- Certificate and Transcript of Records (Diploma or Master)
- Letter of reference by your supervising professor indicating/including a short statement of your qualification and the qualification of the contact person/institution as well as an assessment of the benefit for you and, if applicable, for the KIT working group (maximum one page)
- Completed XLS table [▶ Key data application](#) (to be handed in separately in Excel format)

Please merge all documents into one PDF file in the order stated above (excluding the Excel table) and send the files to [▶ networkinggrant@khys.kit.edu](mailto:networkinggrant@khys.kit.edu). While our forms are only provided in English, we accept answers and documents in both German and English.

Selection criteria

- Compliance with application requirements
- Fulfillment of required formalities (a complete application, submitted in time, including all required documents, filled-out correctly and signed)
- Conclusiveness of the benefit of the proposed contact(s) for the applicant
- Qualification of the contact person/institution
- Qualification of the applicant
- Strategic relevance for KIT

Procedure

Submission of the application:

For more information, please refer to the [▶ current call for applications](#).

Selection process/grant approval:

The selection process takes place after the [▶ announced deadline](#) for each funding period. We will let you know about the results of your application in written form. Please refrain from application requests during that time.

Kick-off workshop:

During a one-day workshop you will work collectively on several strategies how to establish international contacts and networks effectively. The workshop can help you realize your networking plans.

Planning of the contact(s):

After the kick-off workshop you will contact the researcher or working group you want to meet and plan your trip.

First appointment at KHYS:

At the latest four weeks before the trip, you will come to KHYS and submit the advance payment form (“Vorschussantrag”), the travel application of Campus South (“Reiseantrag”) and the document *Information about the contact person*. You receive these documents together with your funding approval. In case you want to visit another contact person than originally stated in your application, you should additionally hand in the form [▶ Application New Contact](#) signed by your supervising professor. The new contact needs to be approved by KHYS.

If you have already paid bills, e.g. a bill for the flight, you can bring the respective bill and the bank statement. If you are employed at the Large-Scale Research Sector, you also need to submit a copy of the travelling application of Campus North.

Advance payment:

Usually, the travel expenses advance payment of €1,500 will be transferred to your bank account four weeks prior to the beginning of the trip. Please note: The advance payment cannot be made during or after your trip and the final accounting after your trip may take some time. Thus, if you do not apply for the advance payment early enough, the reimbursement of your expenses may take several weeks after your trip.

Networking/trip:

You will travel abroad to visit a researcher or working group renowned in your area of expertise and in relation to your research project. You can split the funding and visit up to two contacts (each for a maximum of two weeks). If you plan two trips, please inform us before the first appointment at KHYS. The stay has to take place within the time period mentioned in the information sheet you receive together with the funding approval.

Second appointment at KHYS:

After your trip you will come to KHYS and bring all documents for final accounting. Please contact KHYS within two weeks after the trip to make an appointment.

Accounting:

Concerning the final accounting, the provisions apply as stated in the information sheet, which you receive together with your grant approval. The actual expenses for your trip (in particular accommodation, flights, public transport, visa if applicable) can generally be accounted. However, additional allowances (e.g. daily allowances) or other expenses for meals etc. cannot be reimbursed within the framework of the Networking Grant. You may find further details concerning the accounting in the [► FAQ in German](#) and [► FAQ in English](#) and in the information sheet which you will receive together with your funding approval.

Please note: Especially for trips to other continents the costs for your trip might significantly exceed the maximum budget provided in the Networking Grant. Please take this into account before planning your trip and talk to your supervisor and superior in good time before your trip, if they will be able to cover additional costs for your trip.

If your institute agrees, reimbursement of further travelling expenses via your institute is generally possible, but only in form of a subsequent billing after you have been reimbursed for your travel costs through the Networking Grant.

Repayment:

In case the travel expenses add up to less than the maximum of €1,500, you will receive a reclaim of KHYS of the respective remaining amount after the stay abroad. You will have to transfer the reclaimed amount within two weeks to the indicated bank account.

Final report:

After having received the final accounting of the travel expenses, you will submit your [▶ final report](#) within four weeks to [▶ networkinggrant@khys.kit.edu](mailto:networkinggrant@khys.kit.edu). Reporting obligations are mandatory.

You can find more detailed information concerning the Networking Grant in the [▶ FAQ in German](#) and [▶ FAQ in English](#). If you have further questions, please contact [▶ Denisa Kicmerova](#) or write an e-mail to [▶ networkinggrant@khys.kit.edu](mailto:networkinggrant@khys.kit.edu).